

Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | alex.dandridge@rva.gov

Before You Submit

In advance of the application deadline, please contact staff to discuss your project, application requirements, and if necessary, to make an appointment to meet with staff for a project consultation. The CAR website has additional project guidance and required checklists: www.rva.gov/planning-development-review/commission-architectural-review.

Application deadlines are firm. All materials must be submitted by the deadline to be considered at the following Commission meeting. Designs must be final at the time of application; revisions will not be accepted after the deadline. Incomplete and/or late applications will not be placed on that month's agenda.

Submission Requirements

Please submit applications to staff via email with the project address in the subject line. Submit the following items via email to staff:

- One (1) signed and completed application (PDF) – property owner signature required.
- Supporting documentation, as indicated on the [checklist](#), which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. Payment of the fee must be received before the application will be scheduled. An invoice will be sent via the City's Online Permit Portal. Please see [fee schedule](#) available on the CAR website for additional information.

A complete application includes a signed application form, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in the City Code of Ordinances Sec. 30-930.6(b). The Commission will not accept new materials, revisions, or redesigns at the meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff, Commissioners, and public notice, if required.

Meeting Information and Application Due Dates

- The Commission meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- Application hearings start at 4:00pm. Meetings are held in person at City Hall in the 5th floor conference room. Participation via Microsoft Teams is available. It is strongly recommended that at least one person, either the owner or applicant, attend the meeting in person.
- All applications are due at 12 noon the Friday after the monthly CAR meeting, except in December, when applications are due the following Monday. For a list of meeting dates and submission deadline dates for each meeting please visit www.rva.gov/planning-development-review/commission-architectural-review or contact staff.
- Revisions to applications that have been deferred or conceptually reviewed at a CAR meeting can be submitted nine (9) business days after that meeting in order to be reviewed at the following meeting. Please contact staff to confirm this date.
- New construction will be required to go through a conceptual review. The conceptual review is non-binding.
- Applicants are encouraged to reach out to any relevant civic associations and immediate neighbors for new construction or large-scale projects prior to submitting to the Commission of Architectural Review.



CERTIFICATE OF APPROPRIATENESS

ALTERATION AND ADDITION CHECKLIST

Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: _____

BUILDING TYPE

- | | |
|--|--|
| <input type="checkbox"/> single-family residence | <input type="checkbox"/> garage |
| <input type="checkbox"/> multi-family residence | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building | <input type="checkbox"/> other |
| <input type="checkbox"/> mixed use building | |
| <input type="checkbox"/> institutional building | |

ALTERATION TYPE

- | | |
|--|---|
| <input type="checkbox"/> addition | <input type="checkbox"/> roof |
| <input type="checkbox"/> foundation | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign |
| <input type="checkbox"/> windows or doors | <input type="checkbox"/> ramp or lift |
| <input type="checkbox"/> porch or balcony | <input type="checkbox"/> other |

WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: attach specification sheets if necessary

PHOTOGRAPHS place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

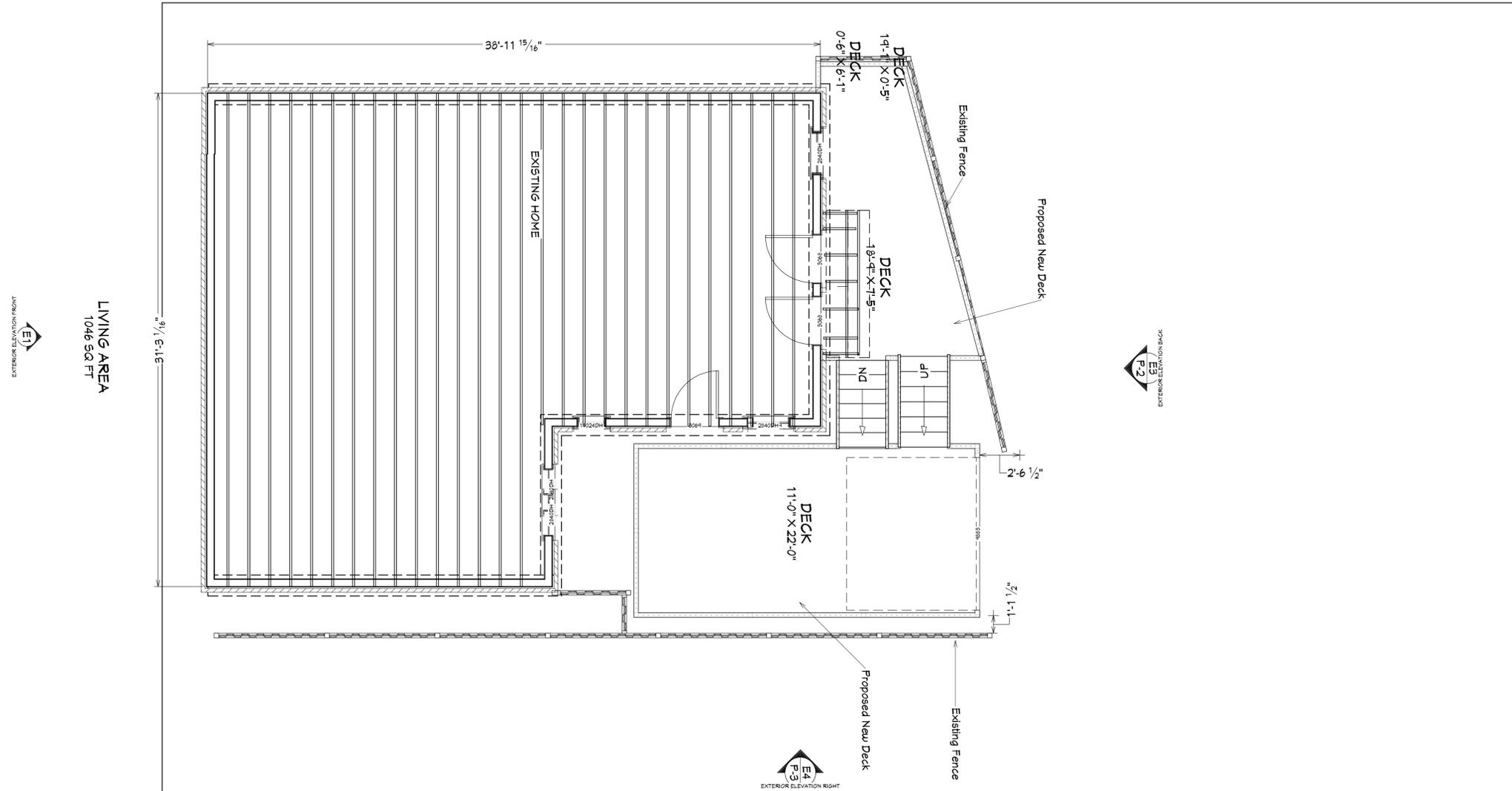
DRAWINGS (refer to required drawing guidelines)

- | | | |
|---|--|---|
| <input type="checkbox"/> current site plan | <input type="checkbox"/> list of current windows and doors | <input type="checkbox"/> current elevations (all sides) |
| <input type="checkbox"/> proposed site plan | <input type="checkbox"/> list of proposed window and door | <input type="checkbox"/> proposed elevations (all sides) |
| <input type="checkbox"/> current floor plans | <input type="checkbox"/> current roof plan | <input type="checkbox"/> demolition plan |
| <input type="checkbox"/> proposed floor plans | <input type="checkbox"/> proposed roof plan | <input type="checkbox"/> perspective and/or line of sight |
| <input type="checkbox"/> legal "plat of survey" | | |



1ST FLOOR
1/4 IN = 1 FT

MATERIAL LIST:
 6X6 TREATED SUPPORT POST(S)
 2X10 RIM TREATED SYF
 2X10 TREATED SYF JOIST
 TIMBERTECH BLACK ALUMINUM RAILING
 TIMBERTECH DARK OAK COMPOSITE DECKING BOARD
 CLOPAY STEEL RAISED PANEL DOOR WITH WOOD GRAIN-BOTTOM OF RAISED DECK
 COMPACTED #33 STONE UNDERNEATH RAISED DECK



NUMBER	DATE	REVISION TABLE	REVISOR	DESCRIPTION

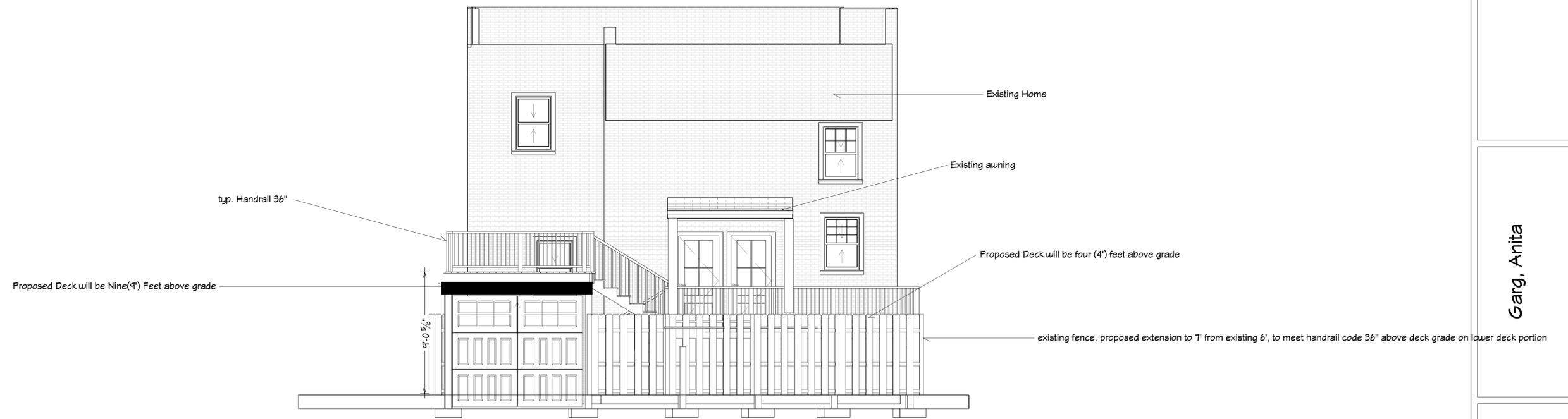
DRAWINGS PROVIDED BY:

Garg, Anita

DATE:
11/25/2025

SCALE:

SHEET:
P-1



E3 EXTERIOR ELEVATION BACK
1/4 IN = 1 FT

NUMBER	DATE	REVISION TABLE	REVISED BY	DESCRIPTION

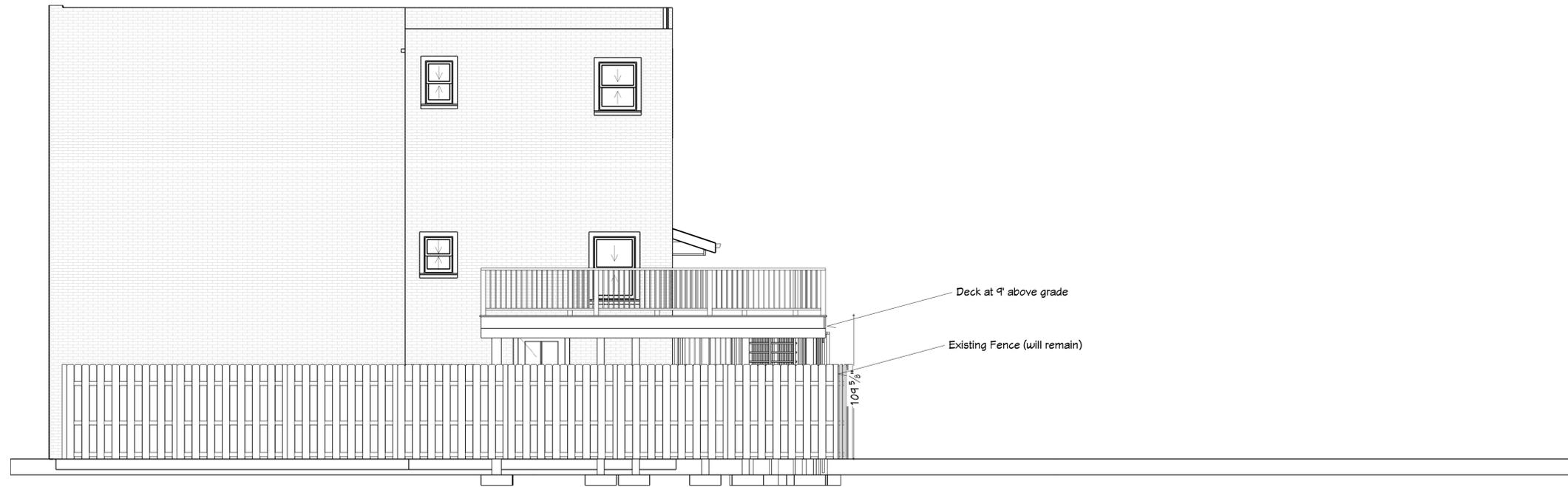
Garg, Anita

DRAWINGS PROVIDED BY:

DATE:
11/25/2025

SCALE:

SHEET:
P-2



E4 EXTERIOR ELEVATION RIGHT
1/4 IN = 1 FT

NUMBER	DATE	REVISION TABLE	REVISED BY	DESCRIPTION

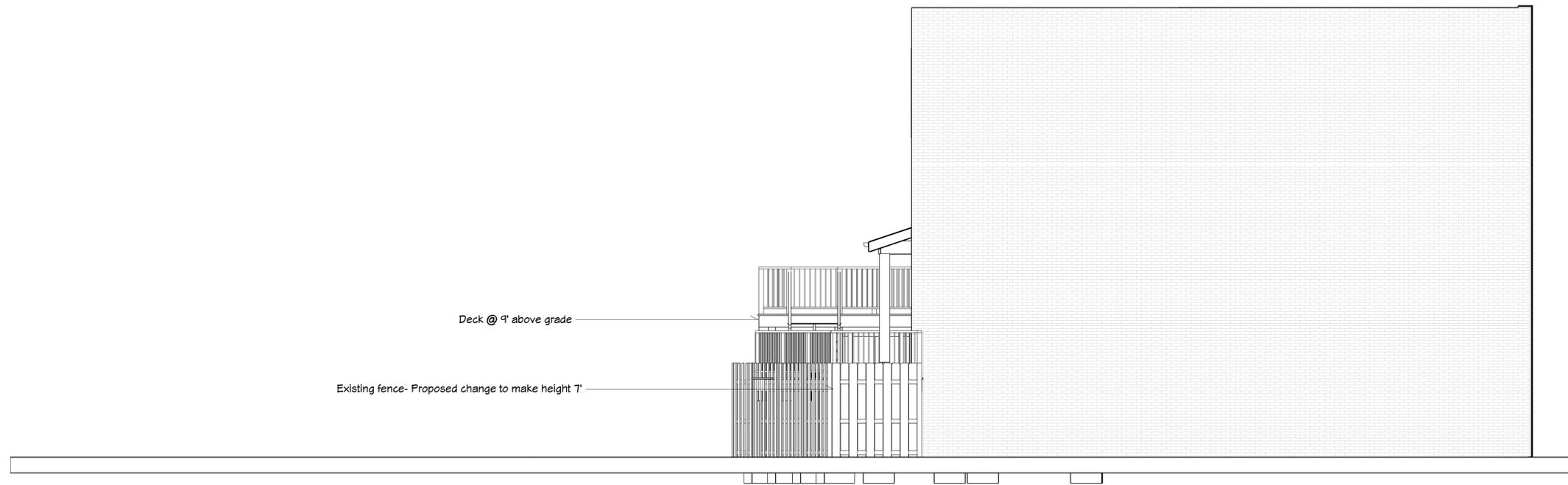
Garg, Anita

DRAWINGS PROVIDED BY:

DATE:
11/25/2025

SCALE:

SHEET:
P-3



E2 EXTERIOR ELEVATION LEFT
 1/4 IN = 1 FT

REVISION TABLE		
NUMBER	DATE	DESCRIPTION

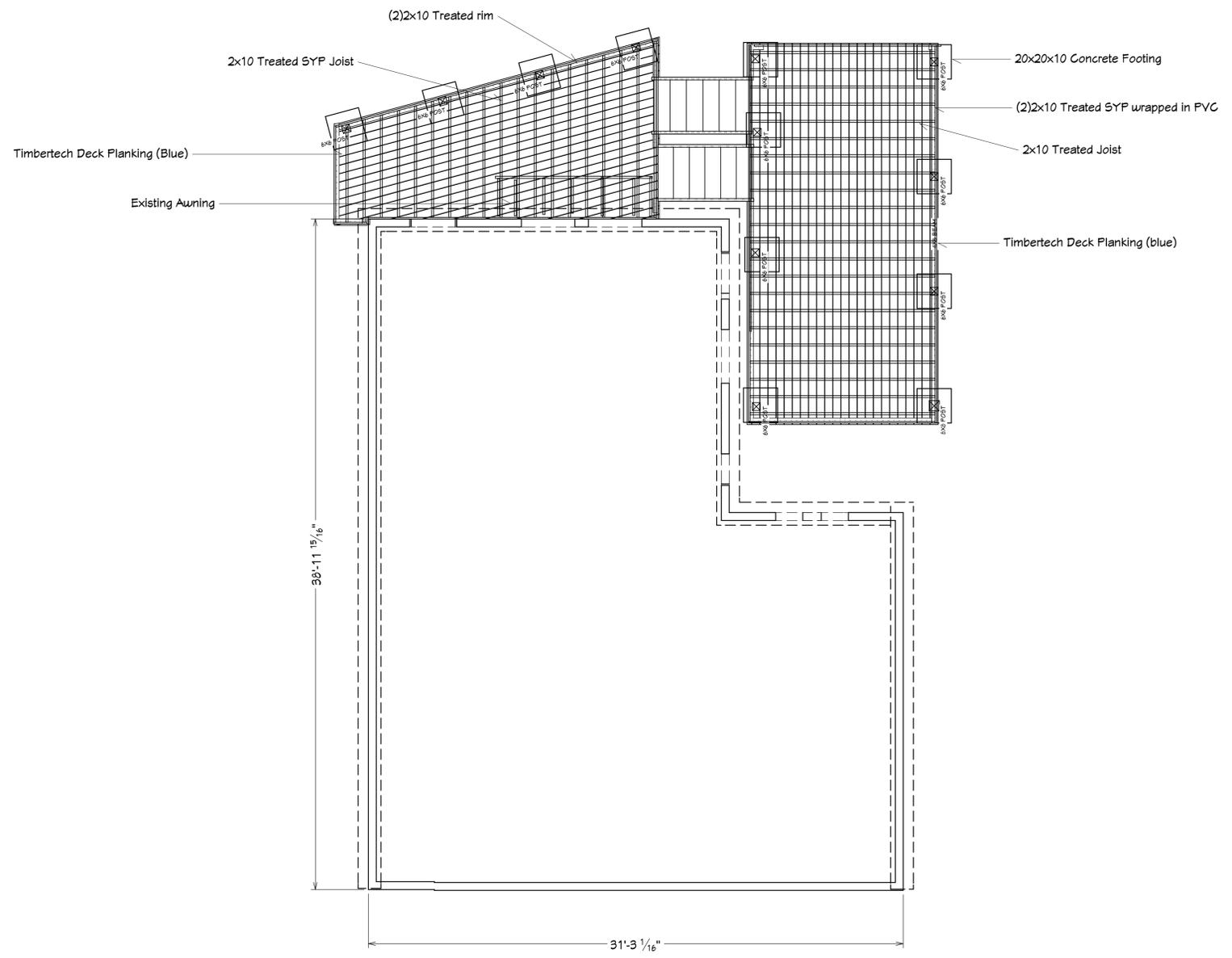
Garg, Anita

DRAWINGS PROVIDED BY:

DATE:
 11/25/2025

SCALE:

SHEET:
P-4



○ FRAMING, FLOOR PLAN VIEW
 1/4 IN = 1 FT

REVISION TABLE	
NUMBER	DESCRIPTION

Garg, Anita

DRAWINGS PROVIDED BY:

DATE:
 11/25/2025

SCALE:

SHEET:
 P-5



TimberTech RAILING

BY AZEK



The TimberTech Railing portfolio delivers enduringly beautiful designs as well as superior performance, whether choosing from our composite, PVC, or metal railing collections. As a trusted outdoor living brand, you can feel confident knowing our railing options are made sustainably, with the highest quality and the lowest maintenance — all covered by the best warranties. Plus, with lots of customization options at varying price points, we deliver a diverse product portfolio to suit your style and budget.

Composite Railing

Made from a mix of recycled wood and plastic fibers for superior durability to wood.

CLASSIC COMPOSITE SERIES

Offers multiple top rail and customization options for design versatility.

TOP RAIL PROFILES



DRINK RAIL

Compatible with full profile, square shouldered boards. Not compatible with glass infill



RADIANCERAIL*



PREMIER RAILING*



TRADEMARK RAIL*

Only available in White and Matte White

COMPOSITE RAIL LIGHTING OPTIONS



ACCENT LIGHT



UNDER RAIL LIGHT



POST CAP LIGHT



ISLAND CAP LIGHT

COLOR OPTIONS



WHITE



BLACK



MATTE ESPRESSO



MATTE WHITE



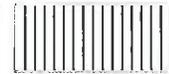
MATTE BLACK

Matte colors covered by a 25-Year Fade & Stain Warranty

INFILL OPTIONS



COMPOSITE



ALUMINUM



GLASS



CABLE RAIL

Metal Railing

Made of aluminum for strength and corrosion resistance with powder-coating for a sleek design.

IMPRESSION RAIL EXPRESS*

Customizable, panelized railing system that's straightforward to install.

TOP RAIL PROFILES



CLASSIC



MODERN



DRINK RAIL

Compatible with full profile, square shouldered boards. Not compatible with glass infill.

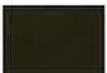
COLOR OPTIONS



WHITE

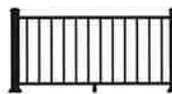


BLACK



DARK BRONZE

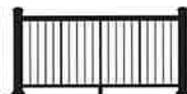
INFILL OPTIONS



ALUMINUM



GLASS



VERTICAL CABLE

IMPRESSION RAIL EXPRESS* LIGHTING



PERIMETER LIGHT POST CAP



INDIRECT LIGHT POST CAP